



RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

RECORDS RETENTION SCHEDULE

Signature Page

Environmental and Public Protection Cabinet
Agency

December 14, 2006
Schedule Date

Crime Victims Compensation Board
Unit

Change Date

December 14, 2006
Date Approved By Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

[Signature]
Agency Head

12/14/06
Date of Approval

[Signature]
Agency Records Officer

12/14/06
Date of Approval

[Signature]
State Archivist and Records Administrator
Director, Public Records Division

December 14, 2006
Date of Approval

[Signature]
Chairman, State Archives and Records Commission

Dec. 14, 2006
Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

[Signature]
Records Analyst/Regional Administrator

12-14-06
Date of Approval

[Signature]
Appraisal Archivist

12/14/06
Date of Approval

[Signature]
State/Local Records Branch Manager

14 DEC 06
Date of Approval

The determination as set forth meets with my approval.

[Signature]
Auditor of Public Accounts

12-14-06
Date of Approval

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: December 14, 2006

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Public Protection Cabinet
Crime Victims Compensation Board

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00898	Case Files (Not Appealed to Circuit Court) (V)	Pursuant to KRS 346.010, this quasi-judicial agency renders decisions, which this file documents, on claims filed by innocent, needy victims of violent crimes to recover medical/funeral expenses and lost wages or loss of support as a result of the crime. Amounts awarded are in lump sums, not to exceed \$25,000. It also documents the decision of the board member who initially rules on the claim, and the final order of the Full Board, if appealed to that body. As of 2003, this information is kept in an electronic database.	Case file contains the following: claim form; copies of medical bills; employment verification; proof of insurance; statements from county/commonwealth attorneys where applicable, which show acquittals, convictions, and/or innocence of victim; investigation reports to include the Board's and/or State Police reports; recommendation of Board member; related correspondence; and final order of full board.	Agency: Indefinite	Records Center: 8	Archives Center:
				Maintain database, updating as needed. Transfer paper reports to State Records Center 2 years after closure or final disposition.		
03065	Case Files (Appealed to Circuit Court) (V)	This file documents cases which are appealed to Circuit Court. Upon appeal, case in original form is sent to the Circuit Court and returned upon final disposition. As of 2003, this information is kept in an electronic database.	Case file contains the following: claim form; copies of medical bills; employment verification; proof of insurance; statements from county/commonwealth attorneys where applicable, which show acquittals, convictions, and/or innocence of victim; investigation reports to include the Board's and/or State Police reports; recommendation of board member; final order of full board; and related correspondence. Documents resulting from appeal to Circuit Court will also be contained in this file.	Agency: Indefinite	Records Center:	Archives Center: P
				Maintain database, updating as needed. Transfer paper reports to State Archives 2 years after final disposition.		
00899	Opinions and Awards by Board Member and by Full Board (V)	This file documents the final opinions, decisions, orders of individual board members or full board where applicable on claims filed by innocent, needy victims of violent crimes to recover medical/funeral expenses and lost wages or loss of support as a result of the crime.	This file contains claim number, name of claimant, opinion of Board member or Full Board, denial and/or final order, and right of claimant to appeal to next higher court	Agency: 1 yr.	Records Center:	Archives Center: P
				Transfer to State Archives		

STATE AGENCY RECORDS RETENTION SCHEDULE

Public Protection Cabinet Crime Victims Compensation Board

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00900	Agendas for Board Meetings	This record sets forth times, dates, locations, and topics to be covered when the full board meets. Meetings are monthly or as needed. Agendas are kept in 3 ring binders.	Information contained includes: date of meeting, location of meeting, and topics to be discussed.	Agency: P	Records Center:	Archives Center:
00901	Claims Log Book Closed Date: 1/1/2003 (V)	CLOSED RECORD - The agency no longer uses Log Books. The Claims Log Book documents the summary form claim filed by innocent, needy victims of violent crime, opinions and awards of the Board. File was created in 1976.	Claims Log Book contains claim number, claimant's name, date of crime, date claim filed, county crime took place in, sex and age of victim, disposition of claim, reason denied if applicable, and description of crime.	Agency: P	Records Center:	Archives Center: P
				Transfer to Archives 2 years after final entry.		
00902	Claims Card File Closed Date: 1/1/2003 (V)	CLOSED RECORD - The agency no longer uses this file. This file serves as an index to all case files (SN 00898 and SN 03065). From 1976 to 1979, index was maintained on 8.5x11 sheets of paper filed in three ring binders. Beginning in 1980, agency switched to 3x5 cards. Copy of index must accompany case files transferred to the State Archives for permanent retention.	Cards contain claimant's name, claim number, disposition of case and effective date of closure.	Agency: P	Records Center:	Archives Center:
				Copy of index must accompany case files when transferred to the State Archives for permanent retention.		